



# employer advisor

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**TrendLines** is a magazine style newsletter that provides a basic understanding of Utah's economy. See it online at: <https://jobs.utah.gov/wi/>

## Complete UI Benefit Separation Notices Online

*With these simple instructions*

**E**mployers can electronically access, complete and submit responses to the Employer Notice of Claim Filed (Form 606). This form is sent to request information when a worker is separated from your business and subsequently files for unemployment insurance benefits.

1. Go to: <https://jobs.utah.gov/ui/Employer/Login.aspx>
2. If you haven't visited this site, click on the "Sign Up Now" link. Enter your personal information and click the "Continue" button.
3. If you have already registered for the site, enter your Email Address and Password and click the "Log In" button.
4. Select "Notice of Claim Filing" link.
5. Click on the "File Form 606" link.
6. A) If new to this site, you must identify the account for which you are submitting a response. Click the "New Employer"



link. Enter the Employer ID and Document Number. They appear on the top right hand corner of the correspondence. Click the "Continue" button.

B) If you have entered a 606 on this web site before, you can select the employer from the drop-down list. You must enter the Document Number located in the top right hand corner of the correspondence. Click the "Submit" button.

7. Find the employee for whom you want to submit the Form 606. Click on the "Start" link under the Action column for that employee.
8. Enter all of the required information for the Form 606. After completing the information, click on the "Continue" button at the bottom of the page
9. The Form 606 has now been submitted. If you would like a copy for your records, click on the "Print" button.

## Share your opinion with us!

We are interested in receiving your comments after using this electronic process. If you need **help** logging in or creating an account, please call 801-526-9622.

If you have questions on how to complete the form or want to provide **feedback**, please call (801) 526-4400 and choose option 4 for the employer line.

# Utah's Patriot Partnership Program

*Recognizing the education, motivation, and character that Veterans possess will prove vital to Utah's economic future.*



Governor Herbert and the Utah Department of Workforce Services have launched the 'Utah Patriot Partnership' program to encourage Utah businesses to hire Veterans as a first choice.

All across Utah, Veterans of our armed services have returned home after serving courageously on the world's battlefields. As patriots ourselves, we acknowledge the great burdens and sacrifices the members of our Armed Forces have made in order to preserve our national security. As employers, you can give these Veterans the ultimate 'thank you' by offering them the opportunity for employment. Accordingly, Governor Herbert is calling on employers to Pledge their Support to our Veterans by hiring a Utah Veteran whenever a job opening arises.

The Utah Patriot Partnership recognizes those employers that are willing to make the Pledge of Support to hire Veterans returning from the world's battlefields. A certificate from the Governor and additional recognition will

be presented to patriotic employers making their pledge of support. Many employers recognize how Veterans and members of our National Guard and Reserve possess the degree of training, education, motivation, and character that will prove vital to the economic future of their business and to the State of Utah.

By accessing Utah's online Job Connection service, employers can find Veterans who have posted their resumes and easily connect with those Veterans. Just look for the U.S. flag at the top of each resume.

Your local Veterans' Representative is available to discuss how this department can help you find qualified Veterans. A list of local representatives can be found at <http://jobs.utah.gov/jobseeker/veterans/vetreps.pdf>.

For more information and to pledge your support to the Utah Patriot Partnership program, please go directly to your Department of Workforce Services Employer Account page (where you post jobs) or call (888) 920-WORK (9675).

